ANGEL 6.1
Instructor Quickstart Guide

revised for KYVU users

KYVU
KY VIRTUAL UNIVERSITY

For more help anytime, call the
KYVU 24/7 Technical Support
toll-free at
866-606-1725
or
use the webform found at
www.kyvu.org/services/tech.asp

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Introduction

Welcome to the ANGEL 6.1 Instructor Quickstart Guide. This guide is designed to provide instructors with a basic understanding of ANGEL and its primary tools.

ANGEL is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly, easily, and effectively with their students. ANGEL can function both as a complement to traditional courses and as a site for distance learning.

With ANGEL, you can post documents online, such as your course syllabus; administer surveys, quizzes, and tests; send and receive course mail; establish and monitor message boards and chat rooms; receive and grade uploaded assignments using online drop boxes; create teams for discussion or for special projects; and more.

System Requirements

ANGEL is designed to support the widest variety of operating systems and Internet browsers through its limited use of client-side technologies. Your course may require software and/or hardware beyond what is listed below – please consult with your institution and/or facilitator.

Minimum Requirements for PC users:

- Operating System: Windows 95, 98, Me, NT, 2000, XP.
- RAM: 64 MB (128 MB recommended).
- Free disk space: 5 MB (10 MB recommended).
- CPU speed: 266 megahertz (500 megahertz recommended).
- Software recommended: Microsoft Word, Adobe Acrobat Reader, Flash Player and PowerPoint. If you do not have these products, you may download their free viewers or check your browser compatibility at <http://www.embanet.com/support/Sur_DownloadV.htm>.
- Browser: Internet Explorer version 6.0 or above. Netscape version 7.1 or above.
- Modem: 56 k modem (DSL or cable modem recommended if your course is graphic intensive).
- Sound Card and speakers.

Minimum Requirements for Macintosh users:

- Operating System: 7.5 - or higher.
- RAM: 64MB (128 MB recommended).
- Free disk space: 5 MB (10 MB recommended).
- CPU Speed: PowerMacintosh or higher.
- Software recommended: Microsoft Word, Adobe Acrobat Reader, Flash Player and PowerPoint. If you do not have these products, you may download their free viewers or check your browser compatibility at <http://www.embanet.com/support/Sur_DownloadV.htm>.
- Browser: Mozilla 1.4 or above (which uses the same engine as Netscape 7.1).
- Modem: 56k modem (DSL or cable modem recommended if your course is graphic intensive)
- Sound Card and speakers

Login and the ANGEL Homepage

The login nugget at any of the KYVU website home pages listed here functions primarily as the logon screen and starting point for each ANGEL session, while also providing public access to a variety of resources including: the ability to search for courses, community groups, and people (user profiles); participate in public surveys and polls; and more.

If you see this homepage, with the login nugget, do NOT login here – your KYVU userID and password will not work at this location. Point your browser to any of the URLs listed below in order to login properly.

LOGIN at…

www.kyvu.org

www.kyvae.org

www.kyeducators.org

www.kyvu4k12.org

Once you login you will see the Kentucky Virtual eLearning Portal. By default, ANGEL displays system navigational hyperlinks in the top-right frame and left sidebar frame. These system navigational hyperlinks provide one-click access to Information Resources (described below), ANGEL help guides, display setting options (Frames, No Frames, or PDA/Screen Reader modes), and to log on or log off the ANGEL system. Upon logging into ANGEL, the sidebar navigation will update to include hyperlinks to Courses, Community Groups, and each of the personal tools.

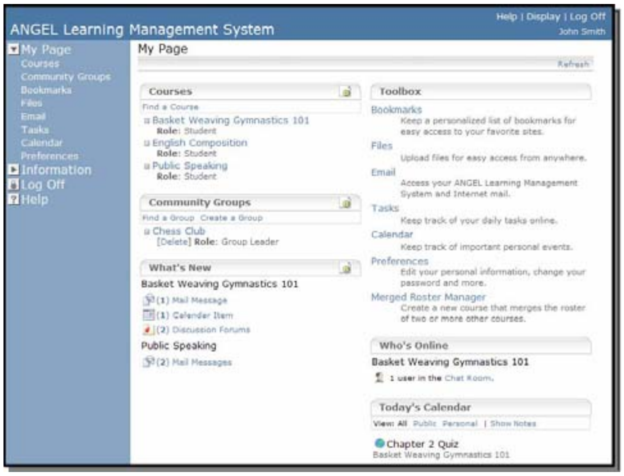
Information Resources

The Kentucky Virtual eLearning Portal offers a variety of information resources for instructors and students. These resources are also available to users in the left sidebar frame under the **Information** hyperlink. To access a resource, simply click the hyperlinked title for the resource that you want to access.

Use **Library Resources** to access your institution's library resources, such as electronic journals, catalogs, and databases. The **Event Calendar** provides quick access to your institution's public calendar, including events, significant academic or training dates, and other entries. The **In the News** resource will keep you up-to-date on your institution's latest news. Participate in public surveys and discussions using the **Public Surveys** and **Public Forums** links. With the **Community Search**, and **People Search** resources, you can search for and view any group, or user profile that has been made viewable to the general public. Click the **Help Guide** link to access documentation or to request help from your institution's support desk..

My Page

When you log into ANGEL, you will be presented with your personal page (My Page). **My Page** provides you with access to all courses and groups for which you are enrolled and to a variety of tools to assist you with your coursework. The selection and display of these tools can be customized using the Preferences option located under the Toolbox section.



Courses and Community Groups

The **Courses** and **Community Groups** sections of your page give you access to all the courses and groups for which you are enrolled. Click the **Settings** icon ( ) in the Courses or Community Groups title bars to hide specific courses or groups or to customize the additional information displayed for each.

Toolbox

The Toolbox offers several useful tools designed to increase your productivity and further customize your ANGEL environment. The **Bookmarks** tool allows you to add your favorite webpage links to your personal page for easy access and to sort them by categories. You may optionally set permissions on individual bookmarks to provide access to other users.

Create folders and files and upload images and documents to the **Files** tool for storage purposes or to publish content on the World Wide Web. The built-in **HTML Editor** allows you to create new web pages or edit existing ones with an easy to use word processing-style interface.

The **Email** feature allows you to check email and course mail for all your Internet email and ANGEL courses and groups from one convenient location. Add and track tasks with the **Tasks** option. For each task, you can include detailed notes, task priority, and even categorize into groups. Use the **Calendar** tool to view or add personal calendar events or public institutional events.

The **My Content** tool provides instructors with a personal content manager to support the development of activities, assessments, learning modules, or complete course lesson plans. Content developed using My Content can be easily imported into any course or group for which you having editing rights.

The **Preferences** option allows you to personalize your profile and course environment, change your password (if applicable), set system drives, and more. The **Personal Information Editor** (located under Preferences) allows you to specify who can view each piece of personal information you enter.

My Page Content (located under Preferences) allows you to add or remove page components. Options such as a Calculator, Tasks, To Do List and more are available to add under the My Page Content editor. **My Page Layout** (located under Preferences) allows you to arrange where your page components will be displayed. For each selection made using My Page Content, a drop-down list for Area, Seq (sequence) and Style give you the customization tools needed to format the layout of your personal page.

Access the **Change Password** utility to change your ANGEL password. As a precaution, the Change Password utility requires the user to provide their current password and confirm their new password before applying the change.

The **Theme Selector** allows you to select different ANGEL themes or even create your own to change how the environment looks when you login.

The **System Settings** Manager (located under Preferences), allows you to specify local media drives to allow instructors to map online course material to CD-ROMs or other media for enhanced instruction. Customize your mail settings to configure ANGEL to send a copy of all course mail to your favorite email account.

The **PDA Agent** allows you to download your lessons, unread course mail, or forum messages to your PDA for offline viewing. Use of the PDA Agent requires a free service called AvantGo® (www.avantgo.com) which ships with most PDAs.

Who's Online

The Who's Online nugget notifies you if users are actively using a chat room in any course or group for which you are an enrolled member. The Who's Online agent will provide the name of the course, the number of users online and the name of the chat room. You may quickly enter the chat by clicking on the hyperlinked chat room title.

Today's Calendar

Events from your personal calendar, the public calendar and all course and group calendars for which you are enrolled appear under Today's Calendar. Events created on your personal calendar are indicated by the personal image ( ). Public, course, and group calendar events are indicated by the globe image (). Course/group event also include the name of the course/group to which they are associated.

What's New

New mail messages, calendar items, content items, etc. are indicated in the What's New section. Click the settings icon ( ) to customize which item types and courses should be included in the What's New report.

How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. Users can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet email address.

> **Note**: Course mail forwarding is a global setting. Therefore, enabling course mail forwarding will forward all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet email account:

1. Log into ANGEL.
2. Click the **Preferences** hyperlink in the **Toolbox** area (located in the right column). The Preferences panel will appear.
3. Click **System Settings** in the **General User Settings** area.
4. The System Settings Manager will appear.
5. Locate the **Mail Settings** area, and type the full email address where your wish your ANGEL mail to be forwarded into the **Forwarding Address** field.
6. Use the drop-down menu to select the **Forwarding Mode** of your choice.
7. Click **Save** (located at the bottom left of your screen).

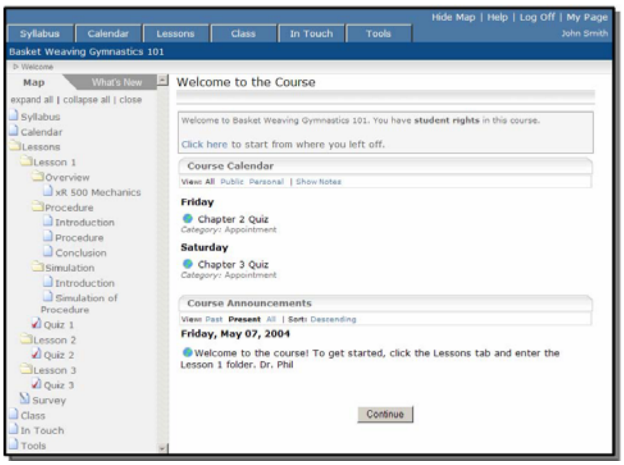
Course Overview

Courses or community groups provide instructors, students and members with an array of tools that enhance the instructional and collaborative experience.

Welcome Screen

The first screen that users see upon entering your course is the **Welcome** page. This screen enables you to display course announcements, news, question polls, and calendar events for your students each time that they log into the course.

> **Tip**: Click the "Click here" (to start from where you left off) hyperlink to be redirected to the last content item accessed the last time you accessed the course.



Click the **Continue** button at the bottom of the Welcome page to proceed into the course.

Click the **Show Map** hyperlink (located in the top-right system navigation frame) to display the Course Map/What's New sidebar. The **Course Map** provides a course-at-a-glance view one click access to all course content.

Click the **What's New** sidebar hyperlink to display a list of new mail messages, calendar items, content items, etc. for the course. As you navigate through the course tabs, the **Breadcrumb** frame will update to provide hierarchical context for the current content item or tool.

> **Tip**: Specify a custom start tab for your course by accessing the Tab Settings tool (Tools >Tab Settings > Start Tab Settings). Users will be redirected to the start tab when they click the Continue button on the welcome page.

Syllabus Tab

The Syllabus tab is designed to display your course syllabus. The Edit Syllabus and File Manager hyperlinks (located on the left side of the toolbar) allow you to create your syllabus by filling out a form or to upload your syllabus from your computer in a file format such as HTML (Hypertext Markup Language) or Microsoft Word.

How to Create a Syllabus

To create your syllabus using the Syllabus Editor:

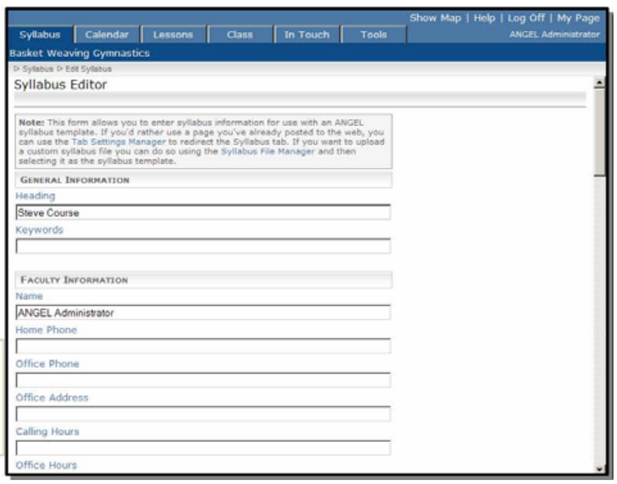
1. Log into your ANGEL course and click on the **Syllabus** tab. Progress to the **Course Information** section, typing your information into the fields of the form. After completing the **Syllabus** form, click **Save** (located at the bottom left of the form).

2. Click the **Edit Syllabus** hyperlink (located on the left side of the toolbar).

   The Syllabus Editor will appear.

3. Begin with the **Faculty Information** section, typing your information into the fields of the form.

> **Note**: Most fields are optional. Blank fields will not be displayed on the syllabus.



> **Tip**: Click the hyperlink title of any field to display pop-up context-sensitive help.

4. Progress to the **Course Information** section, typing your information into the fields of the form.

> **Note**: Once you reach the Required Text field, you will notice that the Syllabus Editor provides text boxes rather than single line text entry fields. This allows you to enter larger pieces of information, and also provides you with numerous formatting options, such as various fonts, colored text, use of bullets, and more. For instructions on formatting text within ANGEL, refer to the section of this document titled *How to Use the Fast!page HTML Editor*.

5. After completing the **Syllabus** form, click **Save** (located at the bottom left of the form).

   The completed Syllabus will appear.

To add additional information to the Syllabus or to make changes, simply click on the **Edit Syllabus** hyperlink, and modify any necessary fields. Always complete this process by clicking the **Save** button.

How to Upload a Syllabus

Tip: By converting your word processing document to a web page (File > Save as Web Page) before uploading it into ANGEL, your uploaded syllabus will be more accessible to your students - not requiring the student to have your specific word processing program installed to be able to view the syllabus. Actually, many instructors find this approach to be the most efficient and effective way of posting an existing syllabus into ANGEL.

To upload your syllabus to the Syllabus tab:

1. Log into your ANGEL course and click on the **Syllabus** tab.
2. Click the **Syllabus Files** hyperlink (located on the left side of the toolbar). The Syllabus Files screen will appear.
3. Click the **Add Content** hyperlink (located on the left side of the toolbar).
4. Click the **Upload a File** hyperlink.
5. Use the **Browse** key to browse your computer for your syllabus file.
6. Once the appropriate filename appears in the form, click **OK**. ANGEL will display a URL location where your syllabus file has been uploaded.
7. Click **OK**. The Syllabus Files screen will appear, with an icon representing your uploaded file.
8. Click the **Exit Syllabus Files** button to return to the Syllabus tab.
9. Select the uploaded file from the **Syllabus File** drop-down menu.
    1. Click the **Save Selection** button. Your uploaded syllabus will display on the screen.

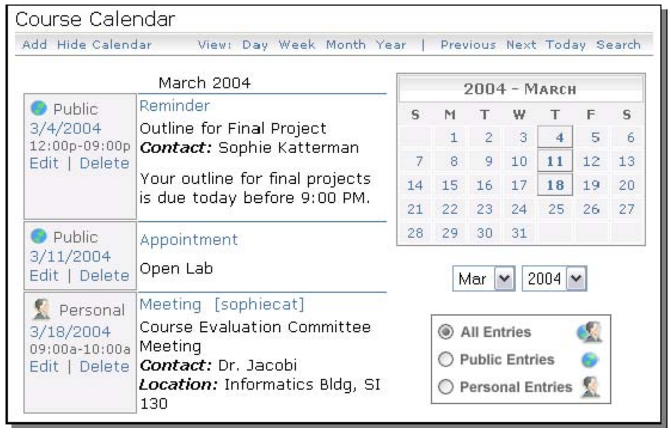
    Tip: To edit an HTML-formatted Syllabus, click the Edit hyperlink located directly below the uploaded file (in the Syllabus Files manager), then click the HTML Editor hyperlink. To edit a word processing based syllabus file, modify the original file, and then re-upload it to the Syllabus Files manager in order for the changes to appear in ANGEL.

Calendar Tab

The Calendar tab allows you to post course-specific schedule items for the month, day, or year. As the course instructor, the Calendar tab allows you to post calendar events for yourself, for select students in your course, and/or for your entire class. In addition to being displayed on the Calendar tab of the course site, ANGEL calendar entries also appear on your students' My Page pages on the dates designated for the events.

The **Add** hyperlink (located on the left side of the toolbar) directs you to a form for creating calendar entries.

To change your calendar view, click the **Day**, **Month**, or **Year** hyperlinks (located on the right side of the toolbar). You can click a specific date from the small calendar navigator or select a month and year from the drop-down menus.



> **Note**: If your calendar navigator is not displayed, click the Show Calendar hyperlink (located on the left side of the toolbar) to make it visible.

To view only personal items, click the **Personal Entries** radio button below the month/year drop-down menus. Use the **Next** and **Previous** toolbar hyperlinks to navigate to the next view (Day, Month, or Year) or click **Today** to bring up the current day's events.

The **Search** feature (located on the right side of the toolbar) allows you to search all of your course calendar events for particular key words.

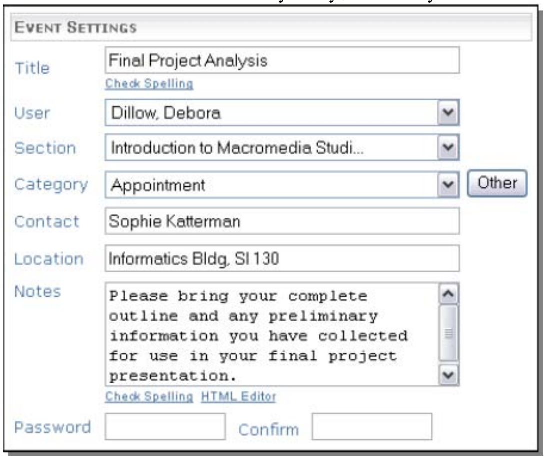
How to Add a Calendar Entry

To create a calendar entry:

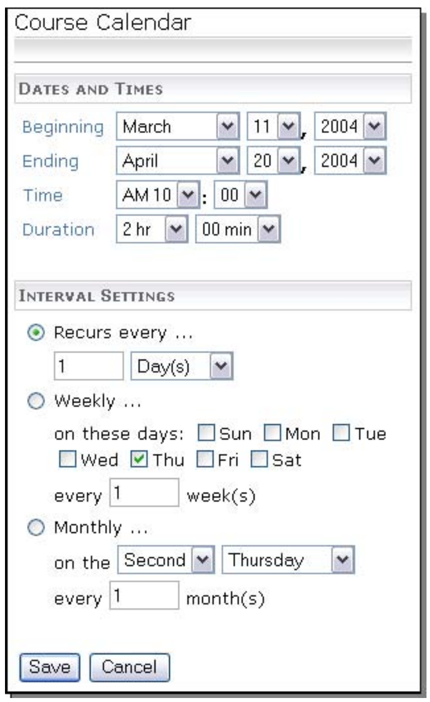
1. Log into your ANGEL course and click on the **Calendar** Tab.
2. Click the **Add** hyperlink (located on the left side of the toolbar). The Event Settings page will appear.
3. Type the title of the calendar event into the **Title** field.
4. Use the drop-down menu beside **User** to specify whether the calendar event will be displayed for the entire class, for a specific team, or for a particular student.
5. Use the drop-down menu beside **Category** to select the event category.
6. Use the drop-down menus for **Date**, **Time**, and **Duration** to designate the event timing.

> **Note**: The optional Contact and Location fields may be used to provide additional information for the event. Use the optional Notes text box to enter any information that you would like to appear with the calendar entry. The optional Password and Confirm fields allow you to password-protect a calendar entry.

7. For a recurring event, click the **Recurrence** button. Select the Beginning Date, the Ending Date, Time and Duration in the **Dates and Times** area. **Interval Settings** are used to select how the event will recur – every day, weekly or monthly.



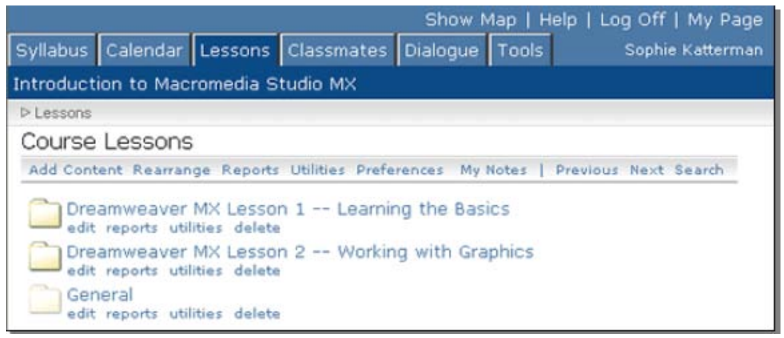
8. Click **Save**. The Calendar screen will appear, with your calendar entry listed.



Lessons Tab

The Lessons tab is designed to house the majority of your instructional content. Here, you can create lecture notes, hyperlinks, quizzes, discussion forums, drop boxes for assignments, and more. Lesson content can be accessed directly on the Lessons page or nested within folders or subfolders.

Clicking the **Add Content** hyperlink (located on the left side of the toolbar) displays a variety of content that instructors can create, including: folders, pages, hyperlinks, discussion forums, quizzes, surveys, drop boxes, and more.



The **Rearrange** hyperlink (located on the left side of the toolbar) allows instructors to manipulate the order in which created content is displayed on the page.

The **Reports, Utilities**, and **Preferences** hyperlinks (located on the left side of the toolbar) provide the instructor with numerous tools to manipulate created content, to monitor each student's activity with the content and set the preferences for the lessons pages.

The **My Notes** hyperlink (located on the right side of the toolbar) provides each user (whether student or instructor) with an online space to take notes on any content located on the Lessons tab.

The **Previous** and **Next** hyperlinks (located on the right side of the toolbar) allow you to navigate through the lesson content. The **Search** feature (located on the right side of the toolbar) allows you to search for lesson content by keyword.

How to Create and Manage Folders

As the primary tab for course content, the Lessons tab can include both a high volume and a wide assortment of items, such as assignment guidelines, quizzes, lecture notes, discussion forums, and more. One way to manage your course content effectively in this area is to use folders. Lesson content can be nested within folders or subfolders.

To add a folder to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink. The Add Content page will appear displaying a list of the types of ANGEL content items that may be added to the Lessons tab.
3. Click the **Add a Folder** hyperlink or icon ( ). The New Folder editor page will appear on the screen.
4. Type a title for the folder in the **Title** textbox.

> **Tip:** Type additional information in the optional 'Subtitle' textbox to provide the student with a more specific description of concepts and topics covered in the lesson folder.

Select 'Students Only' from the 'Tracking' drop-down menu to enable tracking or logging of student access to the folder. Items created within the folder will automatically adopt the folder's tracking settings as a default.

Select the Advanced checkbox (located on the left side of the toolbar) to display all of the editor options.

For more information on common and advanced settings, see the ANGEL Instructor Reference Manual or click the hyperlinked title of the setting (in ANGEL) to display context-sensitive help.

5. Click the **Save** button.

Tip: To place content into the folder, click the **Add Content** hyperlink (located on the left side of the toolbar). To modify or delete the folder, use the **Edit** and **Delete** hyperlinks (located under the folder you created on the Lessons tab main page).

To rearrange created folders, click **Rearrange** (located on the left side of the toolbar). Highlight the folder that you wish to move; then use the **Top**, **Up**, **Down**, **Bottom** buttons to relocate your folder.

How to Create a Quiz

ANGEL offers online quiz and survey tools that auto-grade and auto-tabulate most items. Quiz grades are automatically imported into the Gradebook.

Note: For more information on creating and administering quizzes, see the ANGEL Instructor Reference Manual.

To create a quiz:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink.
3. Click the **Add a Quiz** hyperlink or icon (). The New Quiz editor will appear on the screen.
4. Type a title for the quiz in the **Title** textbox.

Tip: Several of the common access settings can be very useful when used on a quiz. In particular:

Select 'Yes' from the 'Hidden' drop-down menu to hide a quiz which is a "work-in-progress." This setting is also useful for quizzes that are being used as "question banks" or for future quizzes that should not yet be made available to the students

The 'User Team' option is useful for distributing multiple versions of a test (i.e. two versions of a test – one for every other seat in a computer lab, etc.). Advanced actions allow students to be automatically enrolled in a user team based on a student event (e.g. a passing grade, viewing a lesson, etc.).

The 'Password' field supports proctored testing through the process of 1) password protecting a quiz or test and 2) providing the password to each designated proctor. The student would be required to schedule and meet with the proctor to take the test. At test time, the proctor would provide the password and observe the student during the test to ensure testing rules are followed (e.g. time limit, use of notes, etc.).

The 'Start Date' and 'End Date' settings are useful for limiting the "window of time" that a quiz is available. In combination with the 'Time Limit' and 'Auto-submit' options, this approach is very useful for take-home quizzes, to decrease the amount of time available for unwanted student collaboration or sharing of printed copies of the quiz.

5. Click the **Save** button.

To add a multiple choice question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Multiple Choice** hyperlink or icon ( ).
3. Type or paste the question text in the **Question** field:
4. Type or paste each choice in a **Choices** textbox.
5. Type a point value for the correct choice in the **Points** textbox.

Tip: Optionally assign a partial credit value to choices that are partially correct in the Points textbox for the partially correct choice.

Optionally provide discriminator-level feedback (based on choice) by selecting the Advanced checkbox (located in the toolbar) and typing the feedback in the appropriate 'Feedback if Selected' textbox.

6. Click **Save**.

How to Upload Lesson Files

The Add a File option allows you to upload any type of electronic file to your ANGEL course to share with your students. Common uploaded file types include web pages, word processing documents, spreadsheets, PowerPoint presentations, project files, etc.

To upload a file to Lessons:

1. Log into your ANGEL course.
2. Click the **Lessons** tab.
3. Click the **Add Content** hyperlink (located on the left side of the toolbar).
4. Click the **Add a File** hyperlink or icon ( ). The Upload a File form will appear.
5. Click the **Browse** button. A Choose file dialog box will appear on the screen.
6. Locate and select the image you want to insert, and then click the **Open** button.
7. Type a title for the document into the **Title** field.

Note: The document title entered into the Title field does not need to match the actual filename. The title you enter here will appear next the file icon for your uploaded file.

The File Type drop-down menu is set to auto-detect your file type by default. You may optionally use this drop-down menu to select the type of file that you are uploading.

8. Click **OK**. A File Upload Successful screen will appear. Click **OK**.

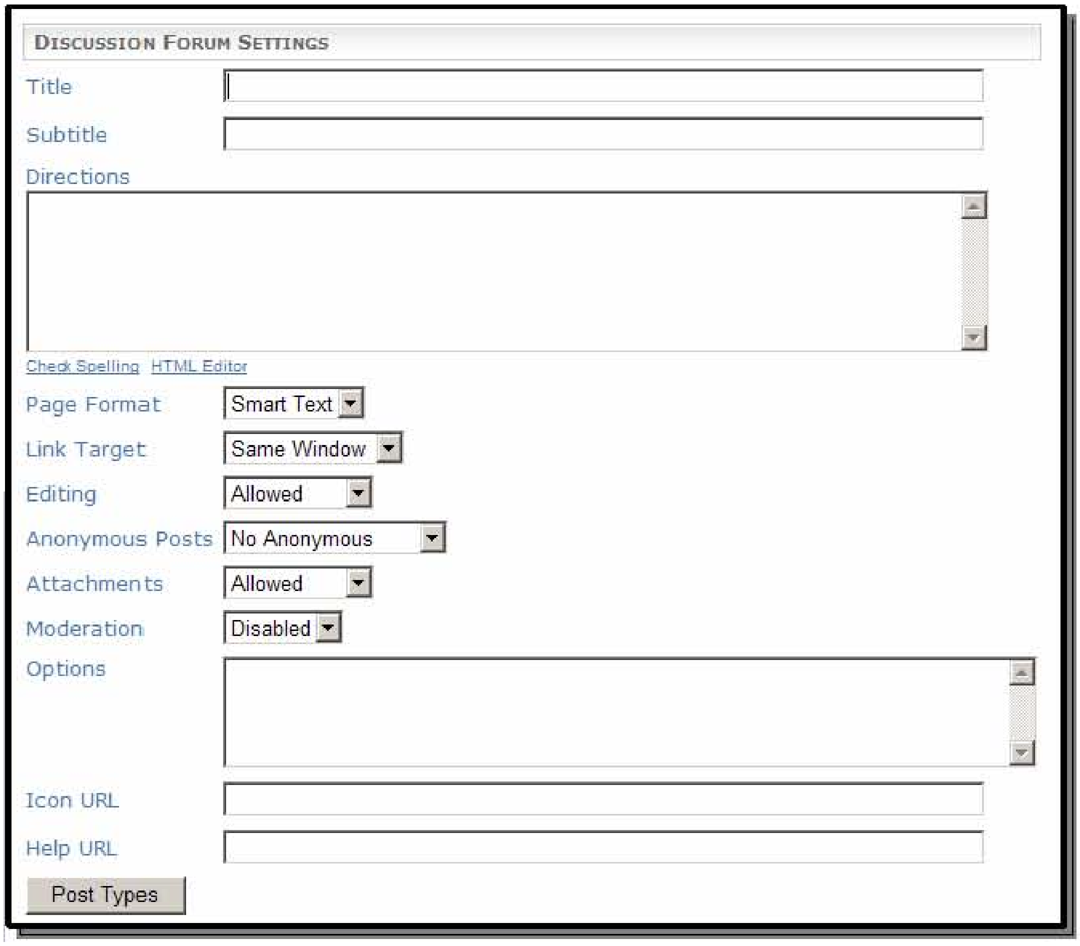
> **Tip**: To modify the file settings (such as title and subtitle), click the Edit hyperlink (located below the uploaded file). To delete the file, click the Delete hyperlink.

How to Create a Discussion Forum

ANGEL allows instructors to create an unlimited number of threaded discussion forums. Each discussion forum is accessible in the appropriate section of the Lessons tab and also in the discussion forums section of the In Touch tab.

To create a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the left side of the toolbar).
3. Click the Add a Discussion Forum hyperlink or icon (). The Discussion Forum editor will appear.
4. Type a title for the discussion forum in the **Title** field.



> **Tip**: Use the optional Subtitle or Directions fields to further clarify the purpose of the board or to provide additional information.
>
> Click the Team Permissions button to specify unique discussion forum permissions for each defined team in your course.
>
> For information regarding creating teams, see the section of this document titled *How to Create Teams*.

5. Click the **Save** button.

How to Post to a Discussion Forum

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** (or In Touch) tab.
2. Navigate to the discussion forum you want to post to and click the icon or title of the board. The discussion forum will appear on the screen.
3. If the discussion forum has existing postings, you can click the title of each posting to review the posted message.
4. Click the **New Post** hyperlink (in the toolbar located in the top frame) to post a new message or click the **Reply** hyperlink (in the toolbar located in the bottom frame) to reply to a particular posting.
5. Type a subject for your message in the **Subject** field.
6. Type your message in the **Message** field and click the **Post** button.

> **Note**: Optionally click the Check Spelling hyperlink to check the spelling of your message before submitting. The HTML Editor allows you to format your message with an easy-to-use editor. Click the Attachments button to upload an attachment with your message. For more information regarding how to use the HTML Editor, see the section of this document titled *How to Use the HTML Editor*.

How to Create a Drop Box

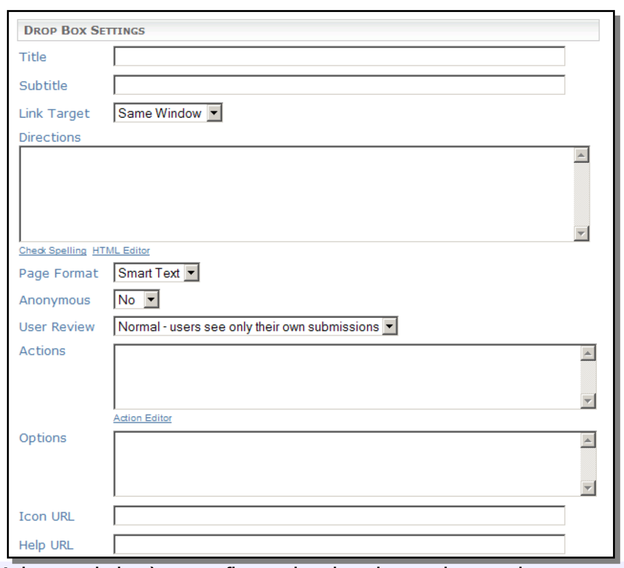
To create a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.

2. Click the **Add Content** hyperlink (located on the left side of the toolbar). Click **Save**.

3. Click the **Add a Drop Box** hyperlink or icon (). The Drop Box editor will appear on the screen.

4. Type a title for the drop box in the **Title** field.



> **Tip**: Provide students with directions for how they should name their files (i.e. by last name, by assignment title, etc.) to help clarify drop box entries.
>
> Select Yes from the Anonymous drop-down menu (Advanced view) to configure the drop box to ignore the identities of the submitters.
>
> Select Peer Review from the User Review drop-down menu (Advanced view) to allow students to see each others' drop box submissions. Select Disabled from the User Review drop-down menu to disable student access to see their own submissions (only Course Assistants and Course Editors see student submissions).

5. Click **Save**.

How to Grade a Drop Box Submission

To grade a drop box submission:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Locate and click the title or icon of your drop box. The drop box will appear.
   In the Submissions table (located at the bottom of the drop box page), click the hyperlinked title of the student's drop box submission.
3. The Grade Drop Box page will appear.
4. Click the title of the student drop box submission in the table located at the bottom of the page. Depending on the assignment file type and your browser type and configuration, the assignment file will either open automatically or you will be prompted to open or save the assignment file.
5. Review the submitted assignment to determine the student's grade.

> **Tip:** For word processing document submissions, consider providing inline feedback within the document (using a different color text) for upload as a feedback file with the student grade. Optionally, your word processing program may provide a track changes option which can be useful in tracking instructor edits and comments.

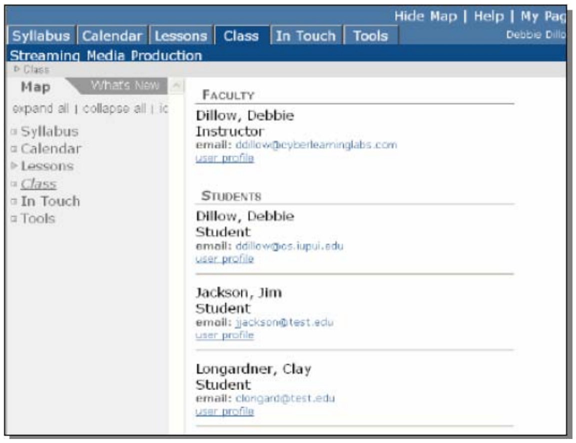
6. Type a percentage grade for the student assignment in the **Grade** textbox.
7. Optionally type a comment in the **Remarks** text area.

> **Tip**: Click the Attachments button (located below the Remarks field) to upload a feedback file for the student. Select the 'Send as mail message to user' checkbox if you want the student to receive course mail notification of their drop box grade.

8. Click the **OK** button to save the grade.

Class Tab

The Class tab displays your class roster, enables you to add and/or delete students from your class, provides access to the profiles of each student and instructor on the roster, and allows you to group members of your class into teams.



Click the **Show Pictures** hyperlink (located on the left side of the toolbar) to display pictures of each class member. The **Members** and **Teams** hyperlinks (located on the right side of the toolbar) allow you to toggle between views of all course members and all teams. To search the roster for a particular user, type a name in the Roster Search textbox and click the Search button. Click the **User Profile** hyperlink to view the member's profile.

How to Add a User to a Roster

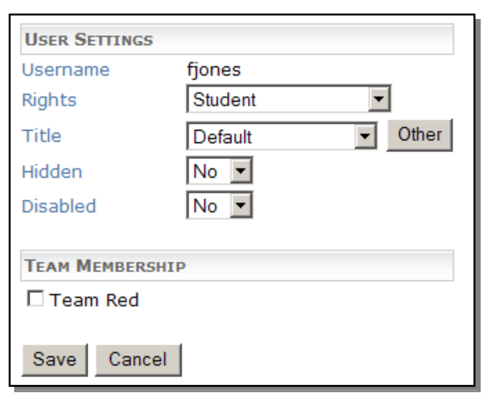
To add a user to a course roster, you need to have the appropriate authentication in the KYVU eLearning Resource Management Assistance (eRMA) system. Most instructors do not have his authentication since the KYVU and its partner providers utilize secure electronic interfaces for student enrollment. Check with the KYVU Call Center to see what your eRMA profile is.

Any instructor can add users to their Community Group. To add users to a group, follow these steps :

Log into your ANGEL Community Group and click the **Members** tab.

1. Click the **Edit Roster** hyperlink (located on the left side of the toolbar). The Roster Editor appears.
2. Click the **Add a User** hyperlink (located on the left side of the toolbar). The Add a User page will appear.
3. Click the **Save** button.

> **Note**: To edit an existing roster member, click the Edit button located to the left of a user.



4. Click the **Enroll** button. The Enroll Settings page will appear.

5. Select a course rights level from the **Rights** drop-down menu. If you want the members to create and edit content, then give them group editor rights, otherwise use team leader or lower.

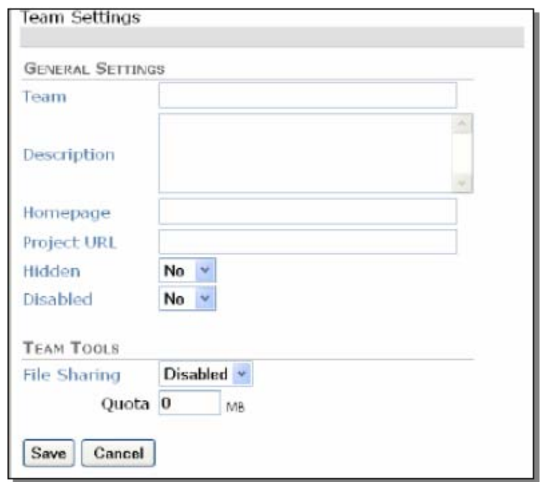
> **Note**: Optionally select a value from the Title drop-down menu to specify a different title for the user or click the Other button to specify a unique title. The default titles vary depending on the course rights level specified. Select Yes from the Hidden drop-down menu to hide the student in the roster. Select Yes from the Disabled drop-down menu to disable student access to the course.

6. Click the **Save** button.

How to Create a Team

You can create teams in your course or in your Community Course. To create a team:

1. Log into your ANGEL course and click the **Class** tab.
2. Click the **Edit Teams** hyperlink (located on the left side of the toolbar).
3. Click the **Add a Team** hyperlink (located on the left side of the toolbar). The **New Teams** editor will appear.
4. Type a team name in the Team field.



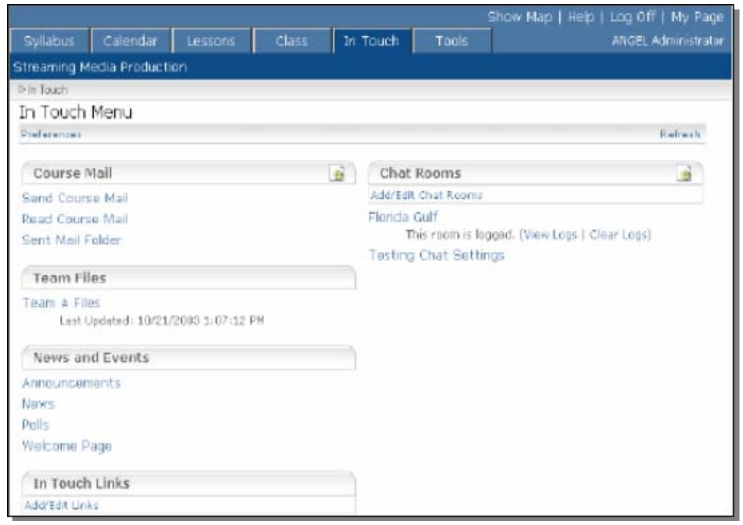
> **Note**: Optionally type a description, homepage, or project URL in the appropriate fields. Select Yes from the Hidden drop-down menu to hide the team from all roster members. Select Yes from the Disabled Drop-down menu to disable team access to team resources. Select Enabled from the File Sharing drop-down menu to allow team members to access a team file manager to share team documents. Type a numeric value in the Quota field to specify the maximum amount of file space (in MB) the team may use for file sharing.

5. Click the **Save** button. The Add Team Members page will appear.
6. Select the checkbox next to each user you want to add to the team. Click the **Add Selected** button. The page will refresh and place a member icon next to the currently enrolled members.
7. When finished adding members, click the **Done** button.

In Touch Tab

The **In Touch** tab provides access to all course communication tools.

Use the **Send Course Mail** and **Read Course Mail** tools to communicate with your students. The **Sent Mail Folder** hyperlink provides an archive of all course mail messages you sent during the course. To change the Course Mail settings click the icon on the Course Mail toolbar.



Team Files provides a space for student teams to share project files and other documents.

The **Whiteboard** tool provides a collaborative whiteboard space where you and your students can type, draw, create colorful shapes, and chat with one another.

The **News and Events** area allows you to post course announcements, class news, and polls for your students. The **Discussion Forums** section provides easy access to all class discussion forums that can also be accessed inline with your lesson content under the Lessons tab.

The **Chat Rooms** section provides a synchronous communication vehicle for common uses such as exam review, team meetings, and more. To change the Chat Room settings click the icon on the Chat Rooms toolbar.

In Touch Links provides the instructor with a location to add additional communication tools and resources. The **Preferences** hyperlink permits you to choose which **In Touch** features to make available to your students.

How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an Internet email account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to Internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Send Course Mail** hyperlink. The **Compose Message** interface will appear on the screen.
3. Select the intended recipient(s) from the **To** select box.

> **Tip:** Hold the ‘Control’ key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients.

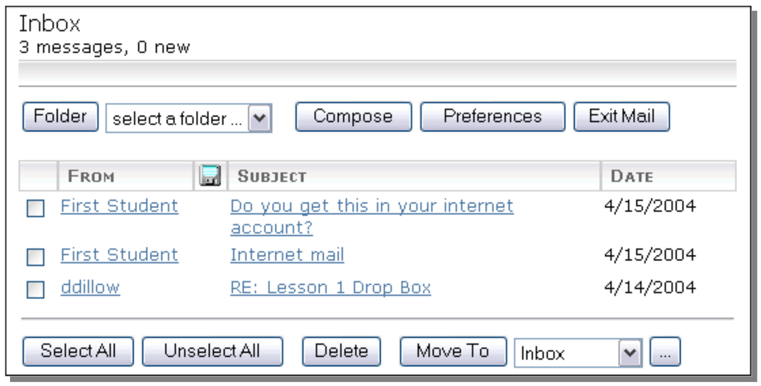
4. Type a subject for the message in the **Subject** field.
5. Type the message in the **Message** field.

Note: Click the Attachments button if you want to add an attachment to your message. Select the 'Do not disclose recipients' checkbox if you want to bcc (blind carbon copy) or hide the identities of the recipients. Select the Send a copy of this message to recipient's Internet email account checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address.

6. Click the **Send Message** button. A message will appear stating that the message was successfully sent.
7. Click the **OK** button.

How to Read Course Mail

To view a course mail message:



1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Read Course Mail** hyperlink. Your Course Mail Inbox will on the screen.

Note: New/Unread messages will appear in bold. Once the message has been opened, it will appear non-bold.

Messages with attachments will display a floppy disk icon located to the left of the message subject.

To delete a message, select the checkbox located next to the message and click the Delete button. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.

To select all of the messages listed, click the Select All button. To deselect all of the messages listed, click the Unselect All button.

To move a message to another folder, select the checkbox located next to the message, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the … (new folder) button.

To view a different folder, select a folder from the Select a Folder drop-down menu and click the Folder button. Click the Compose button to send a new course mail message. Click the Exit Mail button to exit Course Mail and return to the In Touch page.

Click the Preferences button to configure your ANGEL account to forward all course mail messages (for all courses and groups in which you are enrolled) to an Internet email account.

3. Click the hyperlinked name of the sender or the subject of a course mail message to display the full message. The course mail message will appear on the screen.

Note: To view a list of who has and has not read the message, click the "see who has read this message" hyperlink located in the header of the message. Messages sent using the "Do not disclose recipients" option will not display the names of recipients who have and have not read the message.

To view a message attachment (if applicable), click the hyperlinked filename of the attachment displayed at the bottom of the message under the Attachments section.

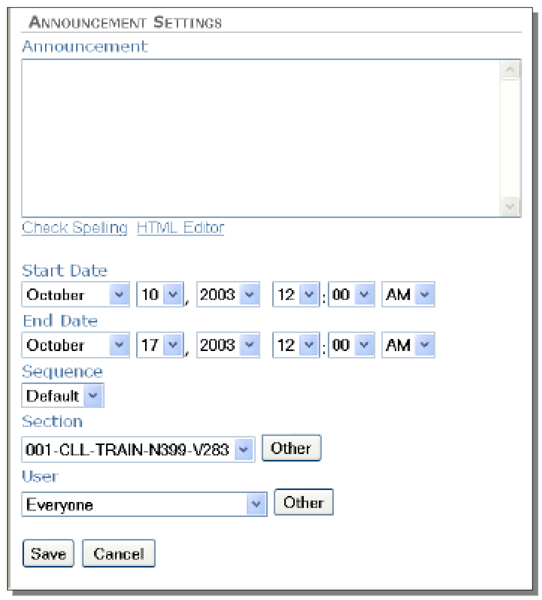
Click the appropriate button to reply, reply to all, or forward the course mail message. Click the Delete button to delete the current message or click the Message List button to return to the Inbox. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.

To move the message to another folder, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the … (new folder) button.

How to Create Course Announcements

The Announcements tool allows course editors to create course announcements that will be displayed on the course welcome page and on the student's personal page (My Page).

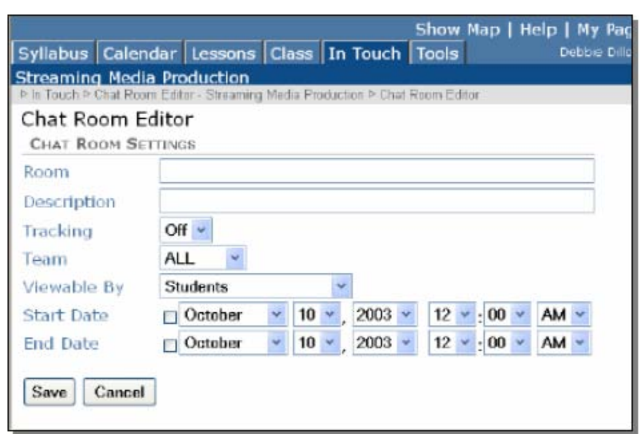
To create a course announcement:



1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Announcements** hyperlink. The Announcements Editor page will appear.
3. Click the **Add Announcement** hyperlink.The Announcement Editor page will appear.
4. Type your announcement into the **Announcement** text box.
5. Use the drop-down menus to designate a **Start Date** and an **End Date** for the announcement to be displayed.
6. Use the **Sequence** drop-down menu to determine the display order when multiple announcements will be shown simultaneously.
7. Click **Save**. To modify or to delete an announcement, click the Edit or Delete buttons (located to the left of your announcement on the Announcement Editor screen).

How to Create a Chat Room

To create a chat room:



1. Log into ANGEL and enter your course.
2. Click the **In Touch** Tab.
3. Click the **Add/Edit Chat** hyperlink (located on the left side of the Chat Room toolbar). The Chat Rooms screen will appear.
4. Click the **Add Chat Room** hyperlink (located on the left side of the toolbar).

The Chat Room Editor will appear.

5. Enter a title for your chat room into the **Room** field.
6. Optionally provide a description for your chat room in the **Description** field.
7. Select **On** from the **Tracking** drop-down menu to enable logging of chat room discussion. Chat logs are viewable by students and instructors. Private chat messages are not logged.
8. Click the **Save** button. To modify or to delete a chat room, click the Edit or Delete buttons (located to the left of your chat room on the Chat Rooms screen).

How to Post to a Chat Room

Chat rooms support real-time communication between students and instructor. If enabled, users can view a log of previous chat conversations by clicking the View Logs hyperlink located below the hyperlinked chat room title.

To post to a chat room:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Navigate to the chat room you want to participate in and click the hyperlinked title of the chat room. The chat room interface will appear on the screen.
3. Type a message in the empty text box (located toward the top of the screen) and click **Send**.

> **Tip**: To send a private message, select the intended recipient from the drop-down menu or click on their name in the Occupants frame, type your message, and click Send.

4. Click the **Room** hyperlink to select from a list of available chat rooms or to create a private room.

> **Note**: Private rooms can be created “on-the-fly” and will not show up on the list of public rooms. To create and use a private room, each participant should type the exact same private chat room name in the Private Chat Room text box and click the Enter button. Private chat room messages are not logged, however the date, time, and name of the private chat room are automatically logged in each participant’s learner profile (viewable to the instructor).

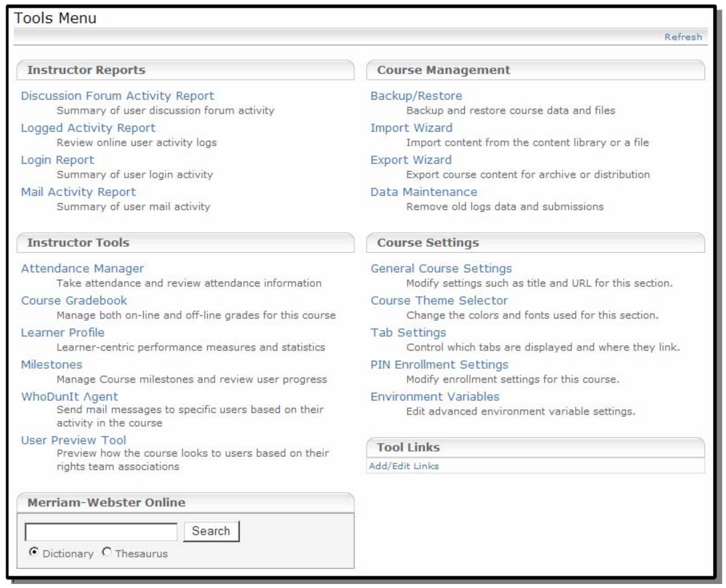
5. Click the **Settings** hyperlink to adjust how often the message page refreshes and how long each message remains on the message page. Optionally disable the default frames-based chat room interface by selecting **No** from the **Use Frames** drop-down menu or select specific users from the **Ignore List** so their messages will not appear on your screen.

> **Note**: To select multiple users from the Ignore List, hold the Control key on your keyboard (or the Apple key on a Macintosh) while selecting multiple users.

6. Optionally check the **No Refresh** checkbox to temporarily turn off the chat auto-refresh feature or click the **Refresh** hyperlink to manually refresh the screen.

Tools Tab

The Tools tab provides a wide array of course management tools, including: common course tools to help you manage grades, attendance, and course milestones; reporting tools that allow you to track student progress with the course content; and environmental tools that enable you to alter a variety of course settings.



Instructor Reports

Instructor Reports (located in the left column) enable course editors and course assistants to view student activity and participation reports using several unique reporting tools.

The **Discussion Forum Activity Report** provides a summary of user discussion forum activities.

The **Logged Activity Report** provides a review of online user activity logs. This can be useful for tracking when a quiz was delivered and submitted by a user.

The **Login Report** supplies information concerning user login activity such as the user's first log in and the last login. For a more detailed report for a user, you can click on the user's name hyperlink.

Mail Activity Report provides a summary of user mail activity such as how many postings and replies have been done for each user.

Instructor Tools

Instructor Tools (located in the left column) allow course editors to configure and maintain course grades, view class attendance, configure course milestones, and more.

The **Attendance Manager** allows course editors and course assistants to track student attendance for classroom and online sessions.

The **Course Gradebook** allows course editors to keep track of grades for quizzes and homework drop boxes within ANGEL as well as for assignments handed-in outside of ANGEL. Assignments can be organized into weighted categories that are then used to compute an overall grade for each student, based on the customizable setup of the gradebook.

The **Learner Profile** offers learner-centric performance measures and statistics. This feature enables the instructor to access a particular student's profile easily, while also providing the student with information on his/her performance in the course relative to the class averages.

The **Milestones** feature allows course editors to identify and provide students with a list of key course objectives complete with assigned dates and due dates. Students can track their course progress by viewing a color-coded list of pending, completed, or past due milestones. Course editors and course assistants can view milestone achievements for each individual student.

The **WhoDunIt Agent** compiles reports on who has or has not completed a particular item, logged into the course environment since a specific date, and more. Additionally, the agent allows you to email students who appear in the report at the touch of a button.

The **User Preview Tool** allows course editors to preview how a course looks to users based on their course rights and team associations.

Course Management

The Course Management area (located in the right column) contains tools for backing up and restoring your course, importing and exporting content and maintaining the data in your course.

The **Backup/Restore** tool allows course editors to backup and restore all course content and student data. Course backups are stored on and can be easily restored from the ANGEL server. Backup files can also be downloaded to course editor's local computer as an additional safeguard.

The **Import Wizard** utility allows course editors to import different types of content including ANGEL course archives, WebCT and Blackboard course exports, IMS content packages, calendar events and announcements, WebCT question banks, and standard zip files.

The **Export Wizard** allows course editors to easily export course content, enrollment information, and student activity data for archival purposes. Exported files can be imported into other ANGEL courses, shared with other course editors, and imported into other course environments.

The **Data Maintenance** utility allows course editors to delete user data including tracking data, instructor notes, chat logs, and quiz, survey and drop box submissions for one or more students.

Course Settings

The Course Settings area (located in the right column) contains tools for changing several settings for your course including course tab names, enrollment and access settings, and the course theme.

The **General Course Settings** editor allows course editors to view and change general course information and settings.

The **Course Theme Selector** tool allows course editors to select, edit or create a custom theme for the course.

The **Tab Settings** utility allows course editors to rename, disable and/or redirect course tabs to another web page. Course editors may also specify whether to display the course welcome page and may change or redirect the start tab.

The **PIN Enrollment Settings** utility allows course editors to modify enrollment settings for the course The **Environment Variables** utility allows course editors to add, view, edit, and delete a wide range of available environment variables which can modify aspects of the course environment for one or more users. Examples of environment variable uses within a course include: changing the names of one or more tools, defining values for custom tokens, and updating lesson icons based on student progress.

> **Tip:** Search CyberLearning Labs' Knowledge Base (http://support.cyberlearninglabs.com) using keywords "environment variable" for example uses of environment variables within a course.

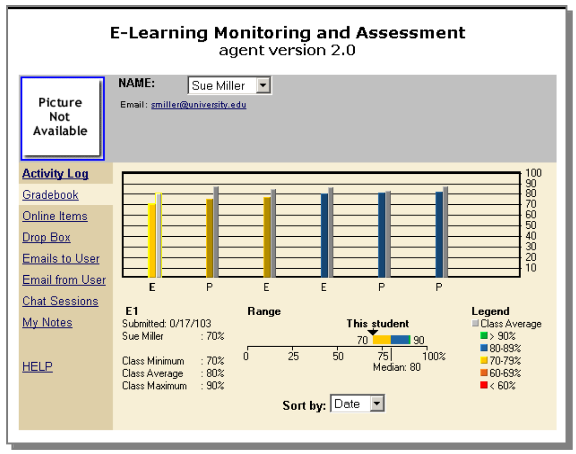
Tool Links

The Tool Links section allows course editors to create links to external web-based tools or resources for use by students or instructors. Links can be made available to the entire class or specific user based on course rights.

How to View a Student Learner Profile

To view a student's profile:

1. Log into your ANGEL course and click the **Tools** tab.
2. Click the **Learner Profile** hyperlink.
3. From the **Name** drop-down menu, select the name of the student whose profile you want to view. The student's activity log will appear.
4. Click the appropriate hyperlink in the left navigation area (e.g. Gradebook, Drop Box, Emails from User, etc.) to view different reports.



> **Tip**: To add a note regarding the currently selected student, click the Instructor Notes hyperlink (located in the left navigation area), type your note into the text box, and click the Add Note button. Instructor notes are not viewable by the student or other course editors.

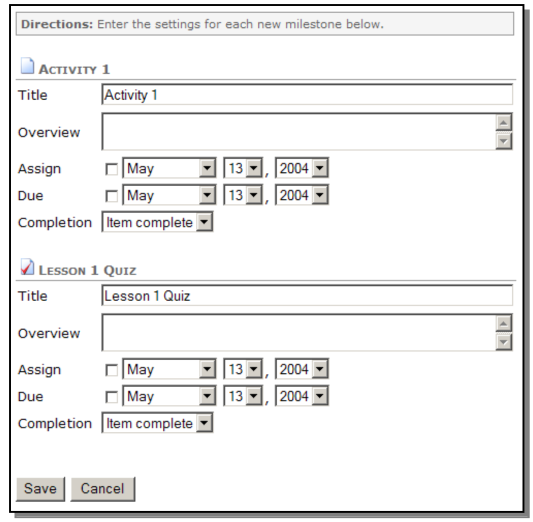
How to Create Milestones

To create a Milestone:

1. Log into your ANGEL course and click the **Tools** tab
2. Click the **Milestones** hyperlink.
3. Click the **Edit Milestones** hyperlink. The Milestones Editor will appear.
4. Click the **Add Milestones** hyperlink (located on the left side of the toolbar). The Add Milestones selection page will appear.
5. Click the **Content Items** hyperlink.

> **Note**: Optionally click the Gradebook Items hyperlink to create milestones based on course gradebook items. Click the Manual Item hyperlink to create milestones based on an offline assignment or task.

6. Select the checkbox next to each ANGEL content item for which you want to create an associated milestone and click the **Continue** button. The Add Milestones settings page will appear.



> **Note**: Optionally type a different title or provide a description (Overview) for each milestone in the appropriate field. Select the Assign and/or Due checkboxes and specify a corresponding date. Select a different completion designator (Manual, Sub-items complete, etc.) from the Completion drop-down menu.

7. Click the **Save** button.

How to View Milestones

To view Milestones:

1. Log into your ANGEL course and click the **Tools** tab.

2. Click the **Milestones** hyperlink. The Milestones page will appear.

3. From the **User** drop-down menu, select the name of the student whose milestones you want to view and click the **View** button.

> **Note:** Items completed are indicated by a green bar, pending items are indicated by a yellow bar and due items are indicated by a red bar.

4. When finished, click the **Exit Milestones** button.

How to Use the WhoDunIt Agent

To run a report using the **WhoDunIt Agent**:

1. Log into your ANGEL course and click the **Tools** tab.
2. Click the **WhoDunIt Agent** hyperlink.
3. Click the hyperlinked title of the report you want to run.

> **Note:** The Login Activity report allows course editors and course assistants to view a list of students/members who have or have not logged into the course or group since a specified date.
>
> The Milestone report allows course editors and course assistants to view a list of students/members who have or have not completed a specified milestone.
>
> The Completed Item report allows course editors and course assistants to view a list of students/members who have or have not completed a specified lesson item.
>
> The Pass/Fail report allows course editors and course assistants to view a list of students/members who have or have not scored a specified percentage (or higher) on a specified quiz or drop box. Select the

'Include people who have not submitted' checkbox to include users who have not submitted the specified assignment.

The Discussion Forum Posting report allows course editors and course assistants to view a list of students/members who have or have not posted to a specified discussion forum.

4. Select the appropriate filtering criteria for the report (e.g. assignment name, login date, assignment score, etc.).

Tip: Select the 'Student/members only' checkbox to exclude non-student members including instructors and course assistants.

5. Click **Submit** to run the report. The completed report will appear.
6. To send course mail to those students who appear on the report, click the **Send Mail** button (located at the bottom of the report). A **Compose Message** screen will appear with the appropriate recipients already selected. Notice the 'Do not disclose recipients' option (similar to BCC - blind carbon copy) is selected by default to hide the names of the recipients on the outgoing message.
7. To export the results in a delimited format, click the **Export List** button, select the preferred delimited format (comma separated values or tab separated values), and click the **Download** button.

Appendix

How to Use the Fast!page HTML Editor

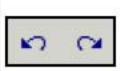
The *Fast!*page HTML Editor is a WYSIWYG (What you see is what you get) editor that allows users to quickly create or edit formatted online content without knowledge of HTML (Hypertext Markup Language).

The *Fast!*page HTML Editor is available wherever a text area is found within ANGEL. For example, to access the *Fast!*page Editor click the **Files** hyperlink in your profile, click the **Add Content** hyperlink (located in the toolbar), click the **Create a File** hyperlink or icon, and click the **HTML Editor** hyperlink (located under the File Contents text area).

> **Note**: The *Fast!*page HTML Editor supports Windows and Macintosh operating systems using Internet Explorer 6, Netscape 7.1, and Mozilla 1.4. The HTML Editor hyperlink will not display on unsupported browsers.

When you have finished editing your document using the *Fast!*page Editor, click the **Accept Changes** button to return to the ANGEL editor page. Notice the *Fast!*page Editor has placed HTML code in the content text area.

With the *Fast!*page HTML Editor, you can perform common word processing tasks including the following:

Setting	Icon	Description
Style	Style	Use the Style drop-down menu to apply a predefined cascading style (based on your ANGEL theme) to an element on your page.
Paragraph	Paragraph	Use the Paragraph drop-down menu to apply a paragraph style to selected paragraphs.
Font	Font	Use the Font drop-down menu to apply a font to selected text.
Size	Size	Use the Size drop-down menu to adjust the size of selected text.
SpellChecker		Use the SpellChecker tool to easily identify and replace misspelled words.
Clean HTML Content		Use the Clean HTML Content tool to remove unneeded hypertext markup created when pasting content from Microsoft Office products.
Undo/Redo		Use the Undo tool to "undo" one or more of the last performed edits. Use the Redo tool allows you to "redo" one or more "undone" edits.
Clipboard		Use the Clipboard tools to cut, copy, or paste text in your document. You can easily copy/paste text from an existing word processing document into the Fast!page Editor.

Setting	Icon	Description
Macro Manager		The Macro Manager allows you to save and insert commonly used story problems, equations, images, form letter templates, etc
Font Styles		Use the Font Styles tools to add bold, italic, or underline formatting to selected text.
Horizontal Rule		The Horizontal Rule option allows you to insert horizontal lines into the web page, in order to visually separate elements.
Insert Table		The Insert Table option allows you to insert a table.
Insert Link		The Insert Link tool allows you to create hyperlinks within your document.
Insert Image		The Insert Image tool allows you to insert images into your document.
Apply Colors		Use the Apply Colors tools to apply text color to selected text or to apply a highlight color to selected text.
Superscript/ Subscript		The Superscript/Subscript options allow you to add superscript and subscript characters to equations or text.
Math Element		The Math Element tool allows you to create many different types of equations.
Special Character		The Special Character tools allow you to insert Math, Greek, Latin, and Hebrew special characters and symbols.
Paragraph		Use the Paragraph Alignment tools to select right, center, left, or justify alignment for selected text.
Bullet List		Use the Bulleted List option to create a bulleted list.
Numbered List		Use the Numbered List option to create a numbered list.
Indent/Outdent		Use the Indent Paragraph tools to decrease or increase the indentation of selected paragraphs.
Show/Hide Table Border		Use the Show/Hide Table Border to show or hide zero pixel table borders (editing mode only).
Help		Click the Help option, then click the icon for any HTML Editor tool to view pop-up context-sensitive help.
View Source		Select the View Source checkbox to view the HTML source code for the current page.

To Create a Hyperlink Within Your Document

1. Select the text or image you wish to become a hyperlink and click the **Create Hyperlink** icon. The **Link Inspector** will appear at the bottom of the HTML Editor window.
2. Type a fully qualified web address in the **URL** textbox.

> **Note**: Optionally click the Browse icon to link to an uploaded file or click the Course/Group Content icon (only available when accessing the HTML Editor from within a course or group) to link to an existing tab, lesson item, or tool within a course or group.

3. Select a setting from the **Target** drop-down menu if you prefer the linked page to be displayed in a non-standard manner.

    - Selecting **new window** will cause the linked document to open in a new browser window.

    - Selecting **parent frame** will cause the linked document to open in the parent frame (one step up in the frame hierarchy), replacing the ANGEL course navigation bar.

    - **Current frame** is the default target for all hyperlinks. Selecting **current frame** will cause the linked document to open in the same browser window or frame as the source document.

    - Selecting **current window** will cause the linked document to open at the top level of the browser window, replacing the ANGEL environment.

    > **Note**: Type a frame/window target name if you prefer the linked document to open in a specific window or frame.

4. Click the **OK** button to save.

To Insert an Image Within Your Document

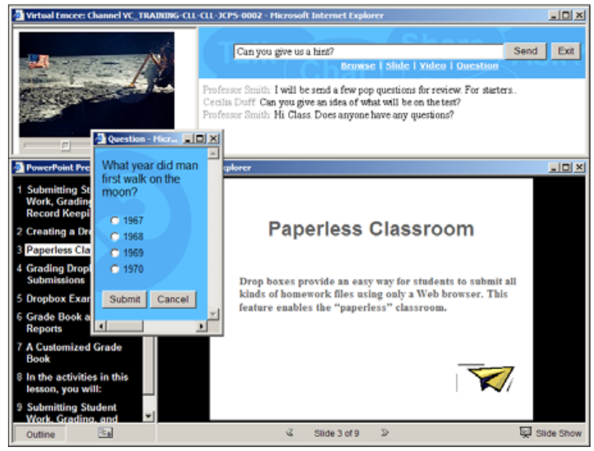
1. Place your cursor in the location you want to insert the image and click the **Insert Image** icon. The Image Settings window will appear.
2. Click the **Upload Image** button (located at the bottom of the Images Settings screen). The Upload Image window will appear.
3. Click the **Browse** button. A Choose file dialog box will appear on the screen.
4. Locate and select the image you want to insert and click the **Open** button.
5. Click the **Upload** button.
6. Select the uploaded image from the image preview frame.
7. Type an alternate text-based description in the **Alternative Text** textbox.
8. Select a setting from the **Alignment** drop-down menu to adjust how the picture will be viewed within a body of text. By default, the image will be displayed on its own line, without text wrapping around it.
9. Type a numerical value in the **Border** field to add a black border around the image and specify the thickness of the border. The border of hyperlinked images will appear in the browser's default hyperlink color (often blue or purple for visited links).
10. Type a numerical value in the **Horizontal** and **Vertical** textboxes to add space between the image and any surrounding text. This feature is very useful when used with the Alignment options.
11. Click the **OK** button.

Virtual Emcee (Virtual Classroom)

Virtual Emcee provides a single interface for real-time or archived presentation of streaming lecture and web-based slides, and instructor/student interaction through chat and quizzing/surveying functionality.

Sending Chat Messages

Virtual Emcee allows instructor and students to communicate using the built in chat feature. It's easy. To send a chat message to students, simply type in the chat text box and click the **Send** button. Chat messages will appear in the text area below as they are submitted.

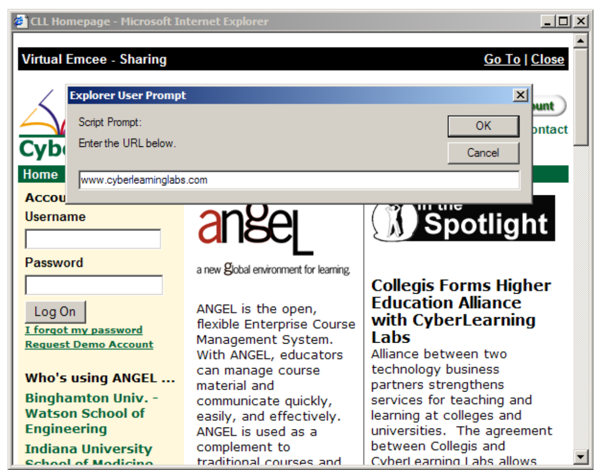


Browsing Web Sites

When using the Browse feature, Virtual Emcee tracks the instructor's browsing activity on the World Wide Web and pushes each web page to the virtual students as the instructor browses.

To push pages to students using the Browse feature, perform the following steps:

1. Click the **Browse** hyperlink. The Virtual Emcee Sharing window will appear.



2. Click the **Go To** hyperlink (located in the top toolbar). A script prompt will appear.
3. Type the web address (URL) of the web page or site you want to begin browsing from.
4. Click **OK**. The specified web site will appear in the Virtual Emcee Sharing window.
5. Navigate through the website using the Virtual Emcee Sharing window. The web pages will be pushed to the virtual students as the instructor navigates through the website.
6. To browse a different website, repeat steps 2 through 5 above.

Preloading and Displaying Slide Content

In Virtual Emcee, the instructor can preload and save lecture slides for presentation during future virtual lectures.

To preload lecture slides, perform the following steps:

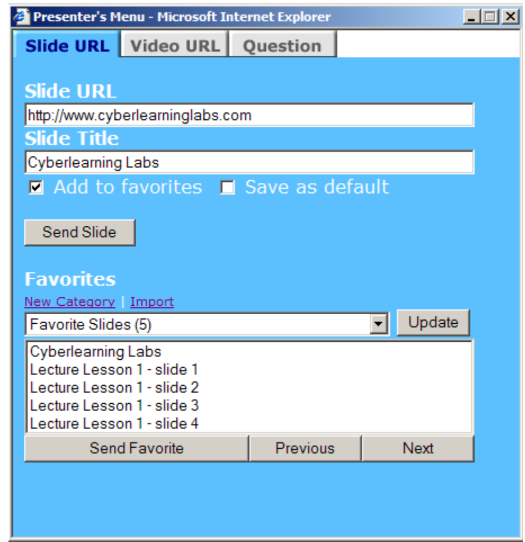
1. Click the **Slide** hyperlink. The Slide tab of the Presenter's Menu will appear on the screen.

2. Type the web address (URL) of the slide you want to preload into the **Slide URL** textbox.

3. Type a descriptive title for the slide in the **Slide Title** textbox.

4. To save the slide for use in a future presentation, select the **Add to favorites** checkbox.

5. To set the slide as the default page (first page to be automatically loaded), select the **Save as default** checkbox.



6. Click the Send Slide button.

7. Repeat steps 2 through 6 for each slide you want to preload.

   Note: Preloaded slides appear in the default category titled Favorite Slides. Click the **New Category** hyperlink to create additional categories (e.g. Chapter 2 Lecture). Click the **Import** button to import an existing list of slide or website URLs.

8. To send a preloaded slide, select the appropriate category from the **Favorites** drop-down menu, select the appropriate slide title from the **Favorites** select box, and click the **Send Favorite** button.

Preloading and Displaying Video Content

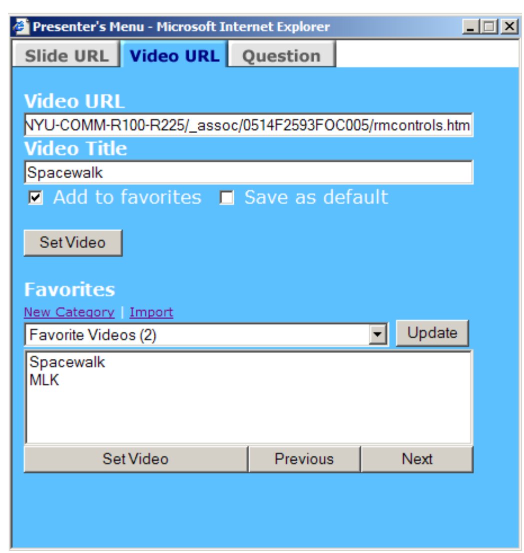
Virtual Emcee allows the instructor to broadcast live or archived streaming video or audio to the virtual class. Virtual Emcee can show ANY audio/video source that can be embedded in a Web page, however users viewing the audio/video will need to have the appropriate player installed.

To preload a live or archived audio or video source, perform the following steps:

1. Click the **Video** hyperlink. The Video tab of the Presenter's Menu will appear on the screen.

2. Type the web address (URL) of the live or archive audio/video source you want to preload into the **Video URL** textbox.

3. Type a descriptive title for the audio/video content in the **Video Title** textbox.



4. To save the audio/video content for use in a future presentation, select the **Add to favorites** checkbox.

5. To set the audio/video content as the default content (to be automatically loaded), select the **Save as default** checkbox.

6. Click the Set Video button.

7. Repeat steps 2 through 6 for each audio/video content item you want to preload.

   Note: Preloaded audio/video content will appear in the default category titled Favorite Videos. Click the **New Category** hyperlink to create additional categories (e.g. Chapter 2 Video). Click the **Import** button to import an existing list of audio/video URLs.

8. To send a preloaded audio or video presentation, select the appropriate category from the **Favorites** drop-down menu, select the appropriate audio/video title from the **Favorites** select box, and click the **Set Video** button.

Creating and Posting a Quiz or Survey

Virtual Emcee allows the instructor to send quiz and survey questions to the virtual class for real time response and review.

To create and post a quiz or survey question, perform the following steps:

1. Click the **Question** hyperlink. The Question tab of the Presenter's Menu will appear.

2. Click the **Add a Question** button. The Add Question interface will appear on the screen.

3. Select the appropriate question type (see the table below) from the **Type** drop-down menu.

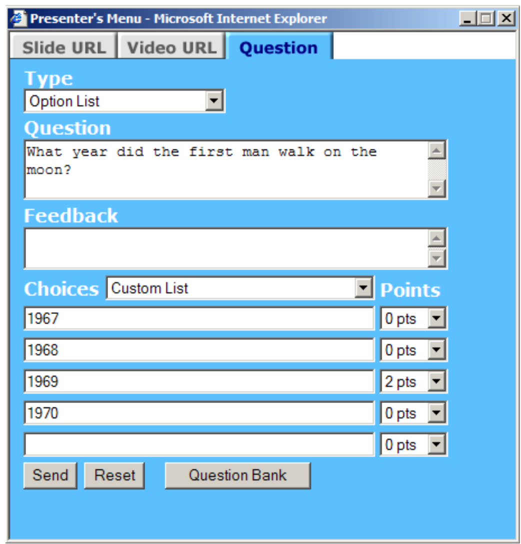
Question Type	Survey Use	Quiz Use
Open Ended	Text Area (Supports long response)	Essay question
One Line	Text Box (Supports short response only)	Short Answer question
Check List	Multiple Select List (Select all that apply)	Multiple Correct question (Select all that apply)
Option List	Radio Button List (Select a single option from list)	Multiple Choice and True/False questions (using radio buttons)
Drop-Down List	Drop-down List (Select a single option from list)	Multiple Choice and True/False questions (using drop-down menu)
Likert Scale	Likert Scale Ascending or Descending (e.g. Strongly Agree > Strongly Disagree)	NA

4. Type the question text in the **Question** text area.

5. Type student feedback text in the **Feedback** text area.

6. Select the appropriate choice type from the **Choices** drop-down menu.

   Note: Leave the **Choices** drop-down menu set to **Custom List** for Open Ended, One Line, and Check List question types and when creating Multiple Choice and Multiple Correct quiz questions. Otherwise, select True/False or Yes/No when applicable for Option List or Drop-Down List question types. All other choice types are intended for Likert scale questions.



7. Type choice options into the **Choices** textboxes for questions that require custom defined choices.

   Notice that selecting a preset choice type from the **Choices** drop-down menu will automatically enter the appropriate text into the **Choices** text boxes.

8. Select the appropriate point value for each choice for questions that require point value declarations.

   Notice that selecting a preset choice type from the **Choices** drop-down menu will automatically enter the appropriate point values into the **Points** drop-down menus.

9. Click the **Send** button to send the question to the virtual class.

   Note: The **Question Bank** button returns the user to the question bank list without saving the current question.